

PROCEDURES FOR REQUESTING OFFICIAL TRANSCRIPTS AND DIGITAL AUDIO RECORDINGS

Official Transcripts

To obtain an original transcript, file a written request with the clerk's office. The request must include the following information:

- Name, address, and phone number of the person requesting the transcript
- Name and case number of the proceeding, and the date/time of the hearing
- Type of transcript (Ordinary, Expedited, etc.)
- Specify if the request is for a full or partial transcript - if partial, specify selections
- Specify if the transcript is for an appeal

You may also use the Transcript Order form (AO Form 435) to request the transcript. Please note that if the transcript is for an appeal, Fed.R.B.P. 8006 and 8007 define specific duties regarding the preparation and filing of the transcript.

Transcript from a Digital Audio Recording: If the transcript is from a digital audio recording, the clerk's office will transmit your request, along with an audio copy of the proceedings, to a transcriber. The transcriber will contact you to confirm the specifications of your request, as well as to make payment and delivery arrangements for the completed transcript. The delivery time is computed from the date of the agreed arrangements with the transcriber, not the date of filing with the court. **You will make all payments directly to the transcriber and not to the court.**

Transcript from a Court Reporter: If the transcript is from a court reporter, the clerk's office will transmit your request to the official court reporter. The court reporter will contact you to confirm the specifications of your request, as well as to make payment and delivery arrangements for the completed transcript. The delivery time is computed from the date of the agreed arrangements with the court reporter, not the date of filing with the court. **You will make all payments directly to the court reporter and not to the court.**

The format, delivery schedules, and fee requirements for all transcripts ordered are set by the Judicial Conference of the United States (JCUS) and may periodically change. The maximum transcript fee rates as of September 1, 2009, are summarized in the following table:

TYPE	DELIVERY	COST
Ordinary	Up to 30 days	\$3.65/page
14-Day	Up to 14 days	\$4.25/page
Expedited	Up to 7 days	\$4.85/page
Next Day	24 hours	\$6.05/page
Hourly	2 hours	\$7.25/page

To obtain a copy of a previously filed transcript, you may contact the official court reporter/transcriber. Consistent with the JCUS policy regarding the [electronic availability of transcripts of court proceedings](#), a previously filed transcript may also be available at the clerk's office. The policy is available online at the court's website: www.innb.uscourts.gov.

If you have any questions regarding obtaining transcripts, please contact the respective courtroom deputy as follows:

South Bend (Judge Dees): Linda Hepler, (574) 968-2289
Fort Wayne/Lafayette (Judge Grant): Tracy Borton, (260) 426-2455
Hammond (Judge Klingeberger): Patti Gross, (219) 852-3579
Hammond (Judge Lindquist): Mary Oberg, (219) 852-3550

Digital Audio Recordings

Rather than requesting a transcript from the hearing, you may request a copy of any audio recording made as the official record of the court proceedings. To obtain an audio recording, submit a written request to the clerk's office. Currently, an audio recording may only be available in South Bend, Fort Wayne, and Lafayette. The request must include the following information:

- Name, address, and phone number of the person requesting the transcript
- Name and case number of the proceeding, and the date/time of the hearing

You may also use the CD/Tape Order form (AO Form 436) to request an audio recording. The JCUS has set a fee for an audio recording of a court proceeding, currently \$26, which is payable to the court. The clerk's office will notify you when the recording is available for pick up. If you would prefer to have the recording mailed to you, please include a self-addressed stamped envelope suitable for mailing a CD rom with your request.

If you have any questions regarding obtaining an audio recording, please contact the respective clerk's office as follows:

South Bend Division: (574) 968-2100
Fort Wayne Division: (260) 420-5100
Lafayette Division: (765) 420-6300
Hammond Division: (219) 852-3480